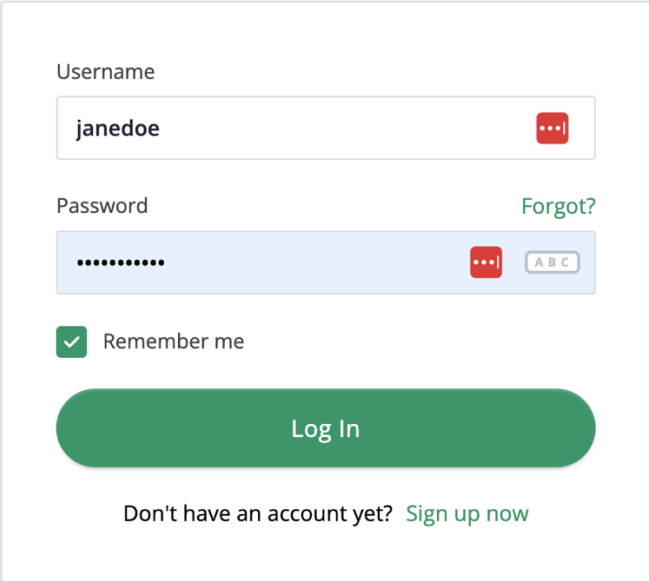


## Using our Volunteer System:

Use this link to get to our volunteer website: <https://secure.rotundasoftware.com/30/web-terminal/home>

### Step 1:

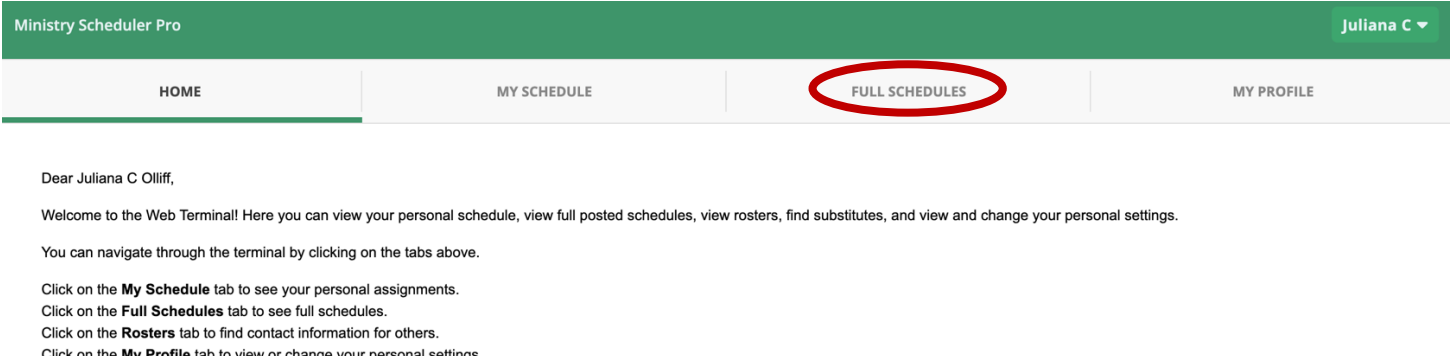
Log into the website using your username and password. Remember to write these down, or email the office for help resetting your password:



A login form with a white background and a subtle shadow. It contains the following elements: a 'Username' label above a text input field containing 'janedoe'; a 'Password' label above a password input field with masked dots; a 'Forgot?' link in green text to the right of the password field; a 'Remember me' checkbox with a green checkmark; a large green 'Log In' button; and a link 'Don't have an account yet? Sign up now' at the bottom.

### Step 2:


You will be redirected to the home page. From there, click 'Full Schedules'.



The screenshot shows the 'Ministry Scheduler Pro' interface. At the top is a green header with the text 'Ministry Scheduler Pro' on the left and a user profile 'Juliana C' with a dropdown arrow on the right. Below the header is a navigation bar with four tabs: 'HOME', 'MY SCHEDULE', 'FULL SCHEDULES', and 'MY PROFILE'. The 'FULL SCHEDULES' tab is highlighted with a red circle. Below the navigation bar, the main content area displays a welcome message to 'Juliana C Olliff' and instructions on how to use the system, including links to 'My Schedule', 'Full Schedules', 'Rosters', and 'My Profile'.

### Step 3:

Once on 'Full Schedules', select what schedule you are interested in signing up for:



The screenshot shows the 'Full Schedules' page. It features a green header with the text 'Ministry Scheduler Pro' on the left and a user profile 'Juliana C' with a dropdown arrow on the right. Below the header is a navigation bar with four tabs: 'HOME', 'MY SCHEDULE', 'FULL SCHEDULES', and 'MY PROFILE'. The 'FULL SCHEDULES' tab is highlighted with a red circle. Below the navigation bar, the main content area displays a list of schedules. The first two schedules are 'Dec 1 to Dec 31, 2025' and 'Jan 1 to Jan 31, 2026'. The 'Jan 1 to Jan 31, 2026' schedule is highlighted with a red circle.

#### Step 4:

Under the dates you have selected, you will be redirected to our sign-up calendar. Each service date is listed. If a name already exists, that position is taken. To volunteer, select 'Volunteer Now' under the position you are interested in filling. **You will only be able to volunteer for positions in ministries that you have previously selected during enrollment. If you would like to add another ministry, email the office.**

January 1 - January 31

Sunday, January 4

|                  | Lector                        | Lay Eucharistic Minister | Coffee Hour Host | Coffee Hour Assistant | Ushers                         | Counter                        | Acolyte       |
|------------------|-------------------------------|--------------------------|------------------|-----------------------|--------------------------------|--------------------------------|---------------|
| Sunday, 8:30 AM  | VOLUNTEER NOW (First Reading) | VOLUNTEER NOW            | VOLUNTEER NOW    | VOLUNTEER NOW         | VOLUNTEER NOW<br>VOLUNTEER NOW |                                | VOLUNTEER NOW |
| Sunday, 11:00 AM | Jane Doe (First Reading)      | VOLUNTEER NOW            |                  |                       | VOLUNTEER NOW<br>VOLUNTEER NOW | VOLUNTEER NOW<br>VOLUNTEER NOW |               |

#### Step 5:

Once you have clicked the position you are interested in, a pop up will show you the following screen. Add in any necessary comments and hit 'Volunteer Now':

**Volunteer for this unfilled position**

Service  
**Sunday, Jan 4, 8:30 AM**

Ministry  
**Lay Eucharistic Minister**

Comments  

I love volunteering!

Nevermind

Volunteer now

#### Step 5:

If you have correctly signed up, your name will now appear highlighted under the position you have selected under 'Full Schedules' and will be listed under 'My Schedules' as well:

Sunday, January 4

|                  | Lector                        | Lay Eucharistic Minister     | Coffee Hour Host | Coffee Hour Assistant | Ushers                         | Counter                        | Acolyte       |
|------------------|-------------------------------|------------------------------|------------------|-----------------------|--------------------------------|--------------------------------|---------------|
| Sunday, 8:30 AM  | VOLUNTEER NOW (First Reading) | Rowan Larson - REQUEST A SUB | VOLUNTEER NOW    | VOLUNTEER NOW         | VOLUNTEER NOW<br>VOLUNTEER NOW |                                | VOLUNTEER NOW |
| Sunday, 11:00 AM | Jane Doe (First Reading)      | VOLUNTEER NOW                |                  |                       | VOLUNTEER NOW<br>VOLUNTEER NOW | VOLUNTEER NOW<br>VOLUNTEER NOW |               |